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[redacted]

SUPPORT OFFICERS' MEETING

23 January 1964
Conference Room (5D 03)

1. Those present:

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[redacted]

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2. [redacted] reported on the following topics:

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a. [redacted] left yesterday for [redacted] where he will brief evacuees from the [redacted] regarding allowances, benefits, etc.

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b. Regarding the economy program, the DD/P feels that any further reduction in Clandestine Services personnel will necessitate the development of some kind of selection-out program. Even though a 701 program is not underway, he feels that supervisors should suggest candidly to marginal employees that they look around for other employment.

c. Agency overtime expense is quite high and the DCI has said that it should be reduced by 50 per cent. The DD/P has said that it is practically impossible to regulate overtime due to unexpected crises, however, all personnel should restrict overtime to the extent possible. For the future there is a possibility that overtime will not be granted to employees graded GS-9 and above.

d. All personnel should read the memorandum from Mr. McCone to the Deputy Directors dated 16 January 1964, subject: "Agency Relations with News Media".

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[redacted]

f. At the DCI Staff Meeting, the Director of Personnel discussed the phenomenal growth of our Recreation Association which offers its

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Excluded from automatic
downgrading and
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members a great variety of recreational activity. General Carter noted that NSA has constructed a building for use by its recreation association and wondered if we could do the same.

g. Regarding parking at the Headquarters Building, employees are not to enter another person's automobile to remove a parking permit. When a violation is noted, it should be reported to the appropriate office.

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h. [redacted] is reviewing certain aspects of the JOT Program for the DD/S. Support officers who have thoughts concerning the use of JOT's in administrative positions should get in touch with [redacted].

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i. Concerning the limited number of parking spaces at the Headquarters Building and the possibility of adding additional spaces (approximately 200), [redacted] announced that even with the additional spaces the number of available spaces at the Headquarters Building will be insufficient to accommodate the number of automobiles being driven here and suggested that more employees be encouraged to organize car pools.

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j. Beginning Monday, 27 January, courier service for mail and correspondence from outside the Headquarters Building will be reduced by 50 per cent.

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k. The Office of the SSA-DD/S will contact Support Officers within the next two weeks to discuss a proposal to permit employees assigned [redacted] vehicles to bear the cost of gas, oil and minor maintenance in lieu of submitting detailed accountings for personal use of such vehicles. The primary purpose of the proposal is to reduce the cost of administration.

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